

Staff Summary Sheet

	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date
1	SAF/GCN	COORD	/s/ Mr. Subin 14 May 04	4	AF/ILE	COORD	Fox, Maj Gen, 28 May 04
2	SAF/AQC	COORD	/s/ Ms Kathy James, 14 May 04	5	SAF/IEI	SIG	<i>[Signature]</i>
3	AF/ILE-2	COORD	K Ferguson, SES, 28 May 04				

Grade and Surname of Action Officer Mr. Miller	Symbol ILEXO	Phone (703) 604-4304	Suspense Date
Subject Revised Request for Proposal Template for Utilities Privatization			SSS Date 28 May 04
Summary			

1. Purpose. Obtain SAF/IEI signature on the draft memo (tab 1), implementing the revised Air Force Utilities Privatization (UP) Request for Proposal (RFP) template.

2. Background. Currently, the AF mandates the use of two template documents for UP solicitations—an RFP and a Right-of-Way (RoW). The RoW currently provides the successful offeror access to the Air Force installation subsequent to acquiring the utility system. For several reasons, we are proposing the elimination of the RoW, having incorporated its language into the revised RFP template.

3. Discussion. The new template is a single document that replaces the current RFP template and the Right-of-Way (RoW). We believe the revised template simplifies the bidding process, dispenses with perceived inconsistencies between the two current documents, and removes unnecessary obstacles for potential UP offerors. Several issues have arisen over which document prevails—the RFP or the RoW? These issues are easily resolved by combining the two documents into one legally sufficient RFP.

Implementation of the new template would be optional for the MAJCOM and/or Contracting Agent. They may choose to retain the current RFP template and use it in conjunction with the current RoW, or they may use the new RFP template. In any case, the current milestone schedule does not change.

4. Recommendation. SAF/IEI sign the memo at the Tab 1, implementing the new single document RFP.

//signed, Neil Kanno, 27 May 04//

NEIL K. KANNO, Colonel, USAF
Chief, Readiness & Installation Support Division
DCS/Installations & Logistics

Tab

Draft memo implementing the new RFP (w/ Atch)



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

02 JUN 2004

MEMORANDUM FOR ALMAJCOM/CV

FROM: SAF/IEI
1665 Air Force Pentagon
Washington DC 20330-1665

SUBJECT: Request for Proposal Template for Utilities Privatization

We have developed the attached revised Request for Proposal (RFP) template for the Air Force Utilities Privatization (UP) Program. The new template is a single document that replaces the current RFP template and the Right-of-Way (RoW) that provides the successful offeror with access to the installation. The revised template simplifies the bidding process, dispenses with perceived inconsistencies between the two current documents, and removes unnecessary obstacles for potential UP offerors.

Industry must currently comply with two documents to respond to an Air Force UP solicitation—the RFP and the RoW. Alternatively, we have incorporated the requirements of the RoW into the new RFP template. Implementation of the new template is optional for the MAJCOM and/or Contracting Agent. You may choose to retain the current RFP template in conjunction with the current RoW or implement the new RFP. Use of the revised RFP template does not change the current established milestone schedule.

This is a coordinated SAF/AQC/GCN/IEI memorandum. If members of your staff have questions, they may contact our UP POCs, Mr. Ken Miller, HQ USAF/ILEXO, DSN 664-4304, ken.miller@pentagon.af.mil or Maj Jeff Knippel, HQ USAF/ILEXO, DSN 664-4512, jeffry.knippel@pentagon.af.mil.

A handwritten signature in black ink, appearing to read "Fred W. Kuhn", is positioned above the printed name.

FRED W. KUHN
Deputy Assistant Secretary of the Air Force
(Installations)

Attachment:
Revised UP RFP Template

cc:

SAF/AQC

SAF/GCN

AF/JAC

AF/ILE

DESC

AFCESA/CC